

Tab 1

# Freelance Virtual Assistant Proposal

*(Administrative & Business Support Package)*

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Proposal for: Monthly Virtual Assistant Services

Prepared by: [Your Full Name]

Client: [Client's Business Name]

Date: [Proposal Date]

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## Project Summary

[Client's Business Name] requires reliable, ongoing administrative and business support to streamline daily operations and save time. This proposal outlines a monthly package of Virtual Assistant services tailored to the client's workflows, priorities, and communication style.

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## Scope of Work

- Manage calendar and schedule meetings
  - Handle inbox management and email responses
  - Conduct online research and data entry
  - Prepare reports and maintain spreadsheets
  - Coordinate travel bookings and reservations
  - Provide general administrative support as needed
  - Up to 2 rounds of revisions/adjustments on deliverables
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## Timeline

Phase	Timeline
Onboarding & Access Setup	[Insert Dates]
First Week of Support	[Insert Dates]
Ongoing Weekly Support	Continuous
Monthly Review & Feedback	End of Each Month

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## Pricing

Monthly Package: \$800

Includes up to 40 hours of Virtual Assistant support per month

- Additional hours billed at \$25/hour
  - 50% due upfront, 50% at end of month
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## Terms & Conditions

- All work hours tracked and reported weekly
  - Client to provide timely access to tools, accounts, and resources
  - Standard turnaround time: 1–2 business days for assigned tasks
  - Confidentiality maintained at all times
  - Work begins after upfront payment is received
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## Next Steps

If this proposal looks good, reply with "Approved" or sign below.  
I'll send over the invoice, and we'll get started within 48 hours.

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## Signature

[Your Name]

[Your Business Name or "Freelance Virtual Assistant"]

[Website or Portfolio Link]

[Email Address]

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